

# Opportunity Profile

## Director of Transportation and Environmental Services





Sierra Vista, AZ

**APPLICATION PROCESS**

Submit an on-line application and resume via the City's website:

[www.SierraVistaAZ.gov](http://www.SierraVistaAZ.gov)

Go to left bar and click on "Apply for a Job"

## City of Sierra Vista

Sierra Vista is a thriving, full service municipal government located in beautiful Southeastern Arizona that serves as the regional service center for all of Cochise County. It is also home to Fort Huachuca, the largest military installation in the state and the Army's military intelligence and network command headquarters. With a population of 45,794 and a metropolitan area of nearly 60,000, the community has a wide variety of business, retail, restaurant and housing options. Sierra Vista is nestled at the base of the Huachuca Mountains and is surrounded by three other mountain ranges and bordered on the east by the San Pedro River, one of the premier bird-watching destinations in the country. In addition, at an elevation of 4,600 feet, the community boasts magnificent mountain views, enviable weather with temperatures typically 20 degrees cooler than the Phoenix area, abundant sunshine, and clean, fresh air – all of which make it a great place to work, live and play.

Located just 70 miles southeast of Tucson, Sierra Vista has small town charm with many amenities found in larger communities. There is a robust retail hub with diverse store chains along with smaller, privately owned businesses for a local flavor. Sierra Vista also offers a wide variety of restaurants, from well known national chains to numerous smaller dining establishments including various ethnic choices.

Sierra Vista residents take great pride in their unique environment. The City has made significant strides toward protecting the natural beauty of the area through its environmental programs.

Established in 1877, Fort Huachuca is located at the west end of Sierra Vista at the foot of the Huachuca Mountains. Home to the Buffalo Soldier, the fort has a fascinating history in addition to its significant role in the nation's modern-day military. The cost of living in Sierra Vista is below the national average, including the Tucson and Phoenix areas. In addition, the local crime rate is below state and national levels.

Healthcare services available in Sierra Vista include a brand new, state-of-the-art hospital as well as multi-specialty physician groups, several extended care and assisted living facilities, and numerous independent physicians. Behavioral health, eye and dental providers, as well as other medical specialists, are available in the local area.

Educational opportunities abound for local residents, with a variety of public, charter and private schools. The Sierra Vista Unified School District's schools have all been rated with an A or B by the Arizona Department of Education. Buena High School offers its students a high quality and meaningful education experience, with a graduation rate of 89%, compared to 77% in Arizona and 80% nationally. Buena is part of the Cochise Joint Technical Education District, offering career and technical education programs such as marketing, culinary arts, sports medicine, automotive technology and engineering science.

The City of Sierra Vista is considered one of the top employers in Cochise County, with a staff of approximately 325 full-time and 150 part-time employees. One-third of the City's employees have been with the organization more than ten years. Their positions are challenging, rewarding, and they consider the City a great place to work.



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## Departmental Climate and Priorities

With the recent retirement of the Public Works Director, the City Manager has determined that in order to provide a more reasonable span of control for the large, broad department, it would be divided into two: Public Works and Transportation and Environmental Services. An internal candidate was recently announced as the incoming Public Works Director, and she will oversee Engineering/Capital Planning, Streets, Facilities, and Parks and Grounds Maintenance. The remaining functions -- Wastewater; Refuse, Transit, and Fleet -- will form the new department for which the City is recruiting a new director.

Like most cities across the country, the Great Recession has caused Sierra Vista to cut back both its personnel and operations over the past six years. Federal grants are relied upon for the city's transit system and pursued as often as possible for other programs and services. The City also provides fleet maintenance and fueling for several dozen local governmental agencies through partnership agreements.

The city does not own the municipal water system, but does provide wastewater services and refuse services that operate as enterprise funds. The wastewater treatment facility is an integral part of the community's water conservation efforts, which significantly assist Fort Huachuca in meeting environmental obligations. Water conservation and protection of the nearby San Pedro River directly impact the policy and operational practices of the Public Works department, and the director's work personally.



## The Position

Reports to: Assistant City Manager

Under administrative direction, plans, staffs, organizes, directs, and evaluates the activities of the Transportation and Environmental Services Department; provides advice and counsel to City management; assures public assets are properly constructed and maintained; ensuring compliance with statutory responsibilities and directives; and ensures excellent public services are provided to the citizens of Sierra Vista. FLSA status: Exempt.

## The Person

### RESPONSIBILITIES

Plans, directs, evaluates and manages the transportation and environmental service field operations and public service programs, including: sanitary sewer and treatment systems; public transit system; refuse and recycling collection services; fleet maintenance programs; and management of the Sierra Vista Municipal Airport.

Directs department operations in the areas of transportation and environmental services for the City; exercises independent judgment within broad policy guidelines; evaluates and analyzes related issues, and recommends and implements cost-effective solutions; provides leadership, direction and guidance in developing appropriate strategies and enhanced service programs in the areas assigned.

Oversees and conducts planning, budget management, capital programming, and resource allocation for assigned functions; assures effective communication of transportation and environmental services issues with City Council, City Management, state and federal officials, community organizations, and the general public.



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Listens to and interprets City concerns, defines desired results, develops cost-effective solutions, and determines scope and priorities of service programs and capital maintenance projects; encourages new ideas and collaborative approaches to problems solving.

Directs, coaches, trains, and evaluates staff performance; meets regularly with staff to discuss and resolve priorities, workload, resource allocation, budgets, technical issues, quality standards, and services. Leads the Department's management team in developing a departmental strategic plan that is congruent with the City Council's Strategic Leadership Plan, incorporating departmental goals and objectives, and evaluates progress toward achieving the defined goals and objectives; evaluates staffing levels, resource availability and service demands, and

allocates resources to optimize budgeted funds; manages administrative activities including purchasing, budgets, grants, contracts and activity reports.

Serves as the City's Airport Manager; responsible for negotiating and monitoring various leases, licenses, and other airport agreements in accordance with city standards; assures airport operations are compliant with federal, state and local airport rules and regulations. Serves as the City's Public Transit Manager for Vista Transit; responsible for applying for, negotiating, and monitoring the federal and state public transit operating grant; ensures Vista Transit operates in accordance with the state and federal grant requirements. Monitors operations, manages costs, and creates policies to increase efficiency and effectiveness of services; assures compliance with all regulations, standards and policies, including reporting requirements for state and federal agencies.



Represents the department and City to other federal, state, and regional agencies; explains and interprets programs, policies, and activities; promotes departmental programs and services to local community agencies and citizen groups. Drafts a variety of ordinances, intergovernmental agreements, and other formal documents for review by the Assistant City Manager, City Manager, City Attorney and for approval by the City Council; attends City Council meetings and work sessions and other meetings as directed by the City Manager.

Maintains absolute confidentiality of work-related issues and City information; performs other duties as required or assigned.

#### KNOWLEDGE

- City organization, operations, policies and procedures.
- Principles, practices, and concepts of leading a multi-function department.
- Principles and practices of managing municipal infrastructure.
- Principles and practices of planning, designing, and constructing, public works projects.
- Federal, State, and local codes and regulations governing design and construction of public works projects.
- Federal, State, and local rules and regulations governing environmental, transportation and airport operations.
- Methods, materials and equipment used in construction, maintenance and repair.
- Principles and practices of public sector administrative management, including cost accounting, budgeting, purchasing, contract management, customer service and employee supervision/evaluation.
- Techniques and practices for efficient and cost effective management of resources.

#### SKILLS AND ABILITIES

- Grant research and writing.
- Directing and coordinating field operations.
- Interpreting and explaining federal and state rules and regulations, and City policies and procedures.
- Developing and managing maintenance plans, budgets, policies, and procedures.

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- Strategic planning and organizational development.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Analyzing problems, resolving disputes and grievances, and implementing effective solutions.
- Assessing and prioritizing multiple tasks, projects and demands.
- Researching, preparing, reviewing and presenting management reports.
- Reading and interpreting designs, estimates, plans, and specifications for transportation and environmental services projects.
- Researching complex issues, collecting and analyzing data, and writing comprehensive, concise summaries and reports.

- Using initiative and independent judgment within established procedural guidelines.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Communicating effectively, verbally and in writing, including public speaking in front of large and small audiences.

## QUALIFICATIONS

Bachelor's Degree in Civil Engineering, Public Administration or related field and ten (10) years experience in municipal public works transportation or environmental services administration, of five (5) years were in a management capacity **and** Masters Degree in Public Administration, Business Administration, or Organizational Management **OR** Professional Engineer (PE) required.

Degree must be from an institution accredited by one of the six regional accreditation boards:

**MSA** - Middle States Association

**NASC** - Northwest Association of Schools & Colleges

**NCA** - North Central Association of Colleges & Schools

**NEASC** - New England Assoc. of Schools & Colleges

**SACS** - Southern Association of Colleges & Schools

**WASC** - Western Association of Schools & Colleges

## SPECIAL REQUIREMENTS

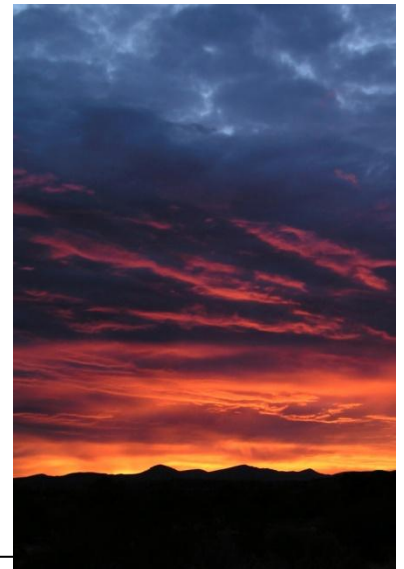
Valid Arizona State Driver's License or an ability to obtain one. An employee in this class is required to live within 30 miles of the Sierra Vista City limits within twelve months from the date of hire.

## SELECTION PROCESS

Visit [www.SierraVistaAZ.gov](http://www.SierraVistaAZ.gov) and click on "Apply for a City Job" under "Quick Links." Only applications submitted through the on-line system will be accepted. **Position is open until filled, with a first review on August 21.** The City will provide a \$500 travel stipend for out-of-state finalist candidates invited to come to Sierra Vista.

## REFERENCES & BACKGROUND INFORMATION

It is the City's policy to complete an extensive background and reference check of candidates. Once strong mutual interest has been established, candidates are asked to provide a list of references. Candidates will be asked to sign an authorization to release information for the purpose of background investigation, which will include verification of education, credit check, criminal and driving records. Should an offer be extended prior to the completion of these checks, the



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offer will be made contingent on the successful completion of the reference and background checks.